

Medical Student Council - RSO Transition Check-List

The following are major tasks that are required for an incoming president of an RSO. Please note that this list is not comprehensive and it is just the bare minimum that needs to be taken care of during this transition period. If you have any questions/concerns please email msc@med.fsu.edu

Transfer ownership of Nole Central to incoming president

1. Log into Nole Central
2. Navigate to their organization's page -> Roster -> Manage Roster -> Invite People
3. Once the incoming president has access, add the remaining members of your E-Board

Acquire/request login information for organization webpage on FSU Med website. Login information can be obtained from the outgoing president or through MedNet

1. MedNet homepage -> Students -> RSO Access Requests (square icon)
 - Skip the "Email Information" section if not applicable to your RSO
 - Link:
<https://intranet.med.fsu.edu/sites/OIT/SitePages/Student%20Organizations%20Access%20Requests.aspx>
2. Update with new officers (including profile pictures)
3. Keep old officers under "Previous Officers" section

President, treasurer, and sub-committee members must complete the financial certification for SGA/COGS. Full directions can be found here: https://fsu.qualtrics.com/jfe/form/SV_5vQLK6V4KgXJiMR

Obtain a copy of the previous year's budget from the outgoing president. This budget (once updated for the upcoming year) will be sent to MSC for MSC's annual budget proposal to COGS.

Get the RSO poster document from outgoing president and update poster

Obtain information about important annual events and conferences pertinent to your RSO from outgoing president.

Learn how to request funds (for an event, speaker, or conference) from MSC:

1. Fill out the **MSC/COGS Allocation Request**
https://fsu.qualtrics.com/jfe/form/SV_eQWCTdBwwrrqXTn

Learn how to submit a **purchase order request on Nole Central. Only presidents and treasurers have access to this page.**

1. This step occurs after MSC/COGS has approved your funding request
2. Navigate to your organizations page on Nole Central-> open the drop-down menu on the top left -> Finance -> Create Request -> Create Purchase Request

Learn how to book rooms and add events to the calendar: MedNet Intranet home page-> Room Reservation Form and Calendar tab on bottom right-hand side. You are not allowed to schedule any RSO events during class times (this includes both medical and PA student class times).

I hereby confirm I have completed the transition checklist for the following RSO: _____

Outgoing President



Incoming President

Outgoing Treasurer

Incoming Treasurer